



## Operations Manager - Job Description

### About Our Team

At Elevate Packaging, we're working to be a leader in sustainable packaging and to change packaging, for good! To get there, we need exceptionally talented, bright, and driven people. If you'd like to help us build the place which offers the best sustainable packaging solutions, this is your chance to make a difference. We're searching for a candidate with the right skill set to lead in the position of Operations Manager in our West Loop office, which is a fast-paced environment. The Operations Manager will lead the functionality of business to drive extensive and sustainable growth.

### Core Responsibilities

- Design and implement business strategies, plans and procedures
- Set and document comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Oversee daily operations, ensuring quality standards and deadlines are met
- Lead employees to encourage maximum performance and dedication by demonstrating procedures and enforcing processes
- Evaluate performance by analyzing and interpreting data and metrics; Help to implement new software as needed
- Manage relationships with partners/vendors with the focus of inside sales

### Our Ideal Candidate is:

Eco-Focused: Avidly passionate about sustainability and the environment

Analytical: Knows how to solve problems logically and resourcefully

Organized: Able to efficiently prioritize tasks and communicate plans with the rest of the team

Personable: Excellent people skills, business acumen and exemplary work ethics

### Requirements:

- Proven experience as an Operations Manager or relevant role
- Understanding of key business functions such as HR, Finance, marketing etc.
- Demonstrable competency in strategic planning and business development
- Working knowledge of data analysis and performance/operation metrics
- Working knowledge of IT/Business infrastructure and MS Office
- Outstanding organizational and leadership abilities
- Excellent interpersonal and public speaking skills
- Aptitude in decision-making and problem-solving
- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus

### At Elevate Packaging, we offer

- Competitive salary, health benefits, paid vacation, holidays, sick leave, and opportunities for professional growth